



# *Civil Engineer Civilian Force Development*



## **Career Development Planner (CDP)**

Supervisor and Squadron Commander  
Reviewer instructional Brief

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# **Introduction**



# CHIEF's Sight Picture

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6 November 2002

## Force Development

“Our **goal** in implementing our new Force Development construct **is to make** that **investment in all career fields and all ranks more deliberately** than we do today in order **to better prepare us for the future and better meet your expectations...** **Most importantly**, we have made sure that **this new emphasis reflects a sincere** time that you owe to other members of your families.”



  
AIR FORCE  
Air & Space Power

# CE CDP Web Tool Process



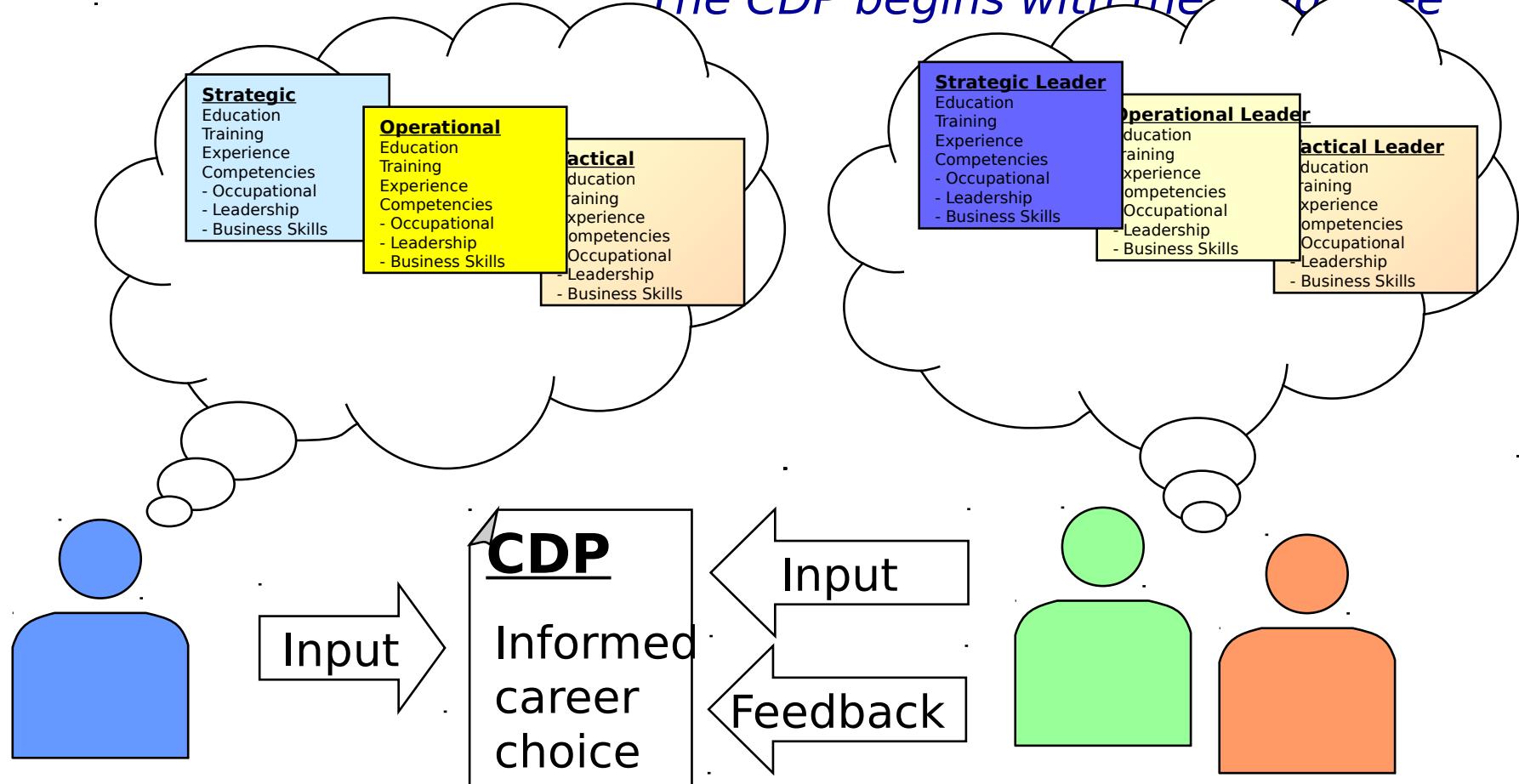
- Goal: Deliberate, connected, career-oriented development to enable the civilian element of Total Force Development to maximize their potential, achieve personal goals, and accomplish the CE mission
- Civilian Force Development provides...
  - *Clearly stated goals* for development - Career Templates/Pyramid/Professional Credentials
  - *Improved assessment* of individuals via Career Development Plans and Force Development Panels
  - *Connected development* over the course of a career
  - *Holistic leadership development* through all levels (tactical, operational, strategic)
  - *Compatible with Officer Force Development* - enables Total Force Management

# Career Development Plan

## Process

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*The CDP begins with the Employee*



It starts with  
the Individual

Supervisors and mentors  
get involved

# *CE CDP Web Tool Process*



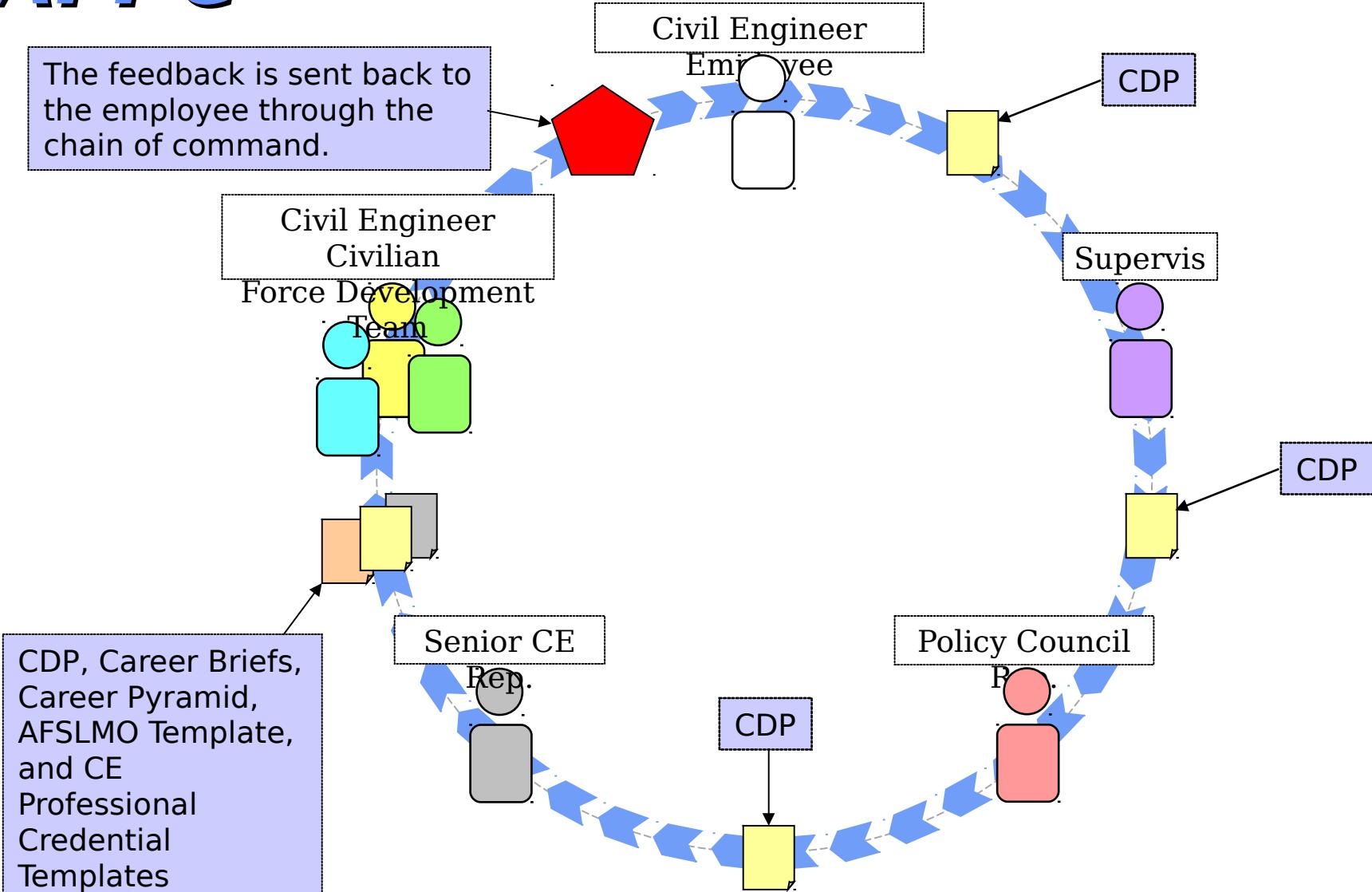
The Career Development Planner (CDP) is a web-based application used to collect career planning information from the Civil Engineer Community.

This is currently done in a five step process:

1. A CE employee enter his/her career plan (CP) information into the CDP web-based application - an email is generated to the supervisor
2. The supervisor of the employee reviews the CP and adds their Comments and Review Category to the CP.
3. The Policy Council Representative of the employee reviews the CP and adds their Comments and Review Category to the CP.
4. The Senior CE Representative of the employee reviews the CP and adds their Comments and Review Category to the CP
5. The Civil Engineer Civilian Force Development Team meeting is held to review the CDP and career brief. Feedback back is provided through the chain of command to the CE employee.

# CE CDP Web Tool Process

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# **Supervisor and Squadron Commander Review Tutorial**

# *Supervisor and Squadron Commander Review Tutorial*

## Overview



The Supervisor and Squadron Commander Reviewer Tutorial is broken down into 2 sections.

### **Section 1 - Email**

In this section you will learn what the “Civil Engineering (CE) Career Development Planner” Email is and what to do when you receive it.

### **Section 2 - Reviewing a Career Plan**

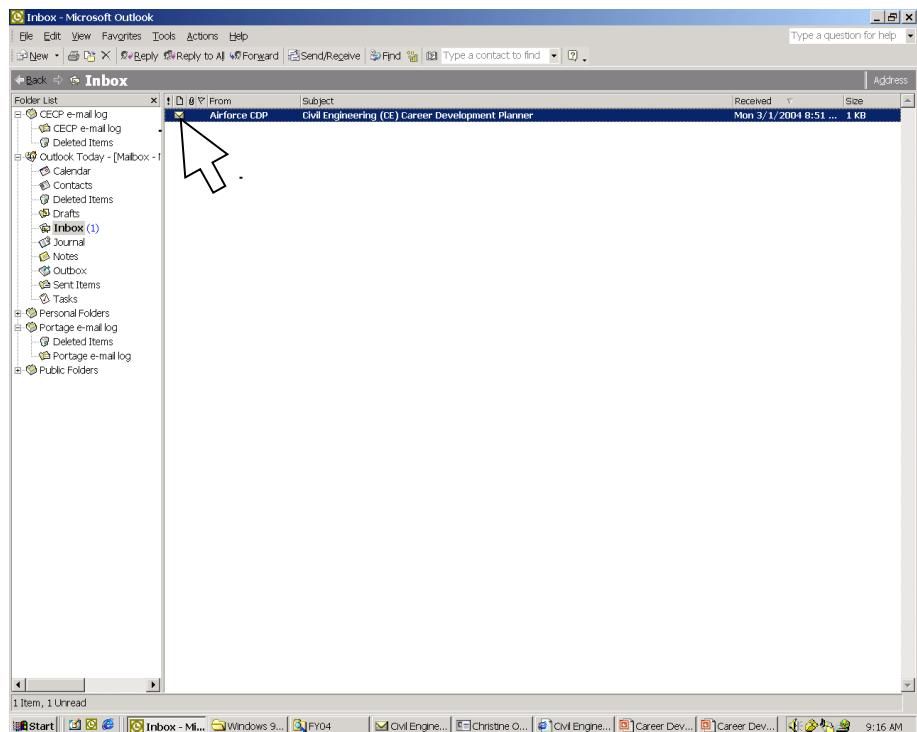
In this section you will learn how to navigate the CDP Website and enter your comments to different individual's career plans.

# Supervisor and Squadron Commander Review Tutorial

## Section 1 - Email



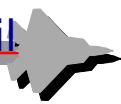
AFPC



Open the “Civil Engineering (CE) Career Development Planner” Email.

# Supervisor and Squadron Commander Review Tutorial

## Section 1 - Email



**Civil Engineering (CE) Career Development Planner - Message (Plain Text)**

File Edit View Insert Format Tools Actions Help Type a question for help

To: AirForceCDP@bah.com

Subject: Civil Engineering (CE) Career Development Planner

Career Plan Review Request

This email has been sent to you to request your input on an employee's Career Plan using the Civil Engineering (CE) Career Development Planner. Your input is essential to this process. This should take roughly thirty minutes of your time and instructions are provided at the site referenced below.

You will find a helpful "instructional brief" on the CECP website (<http://www.afpc.randolph.af.mil/ccep/Documents/Planner-Brief-Supervisor.ppt>)

Please use the following link, username and password to log into the site. Please note that this password will expire in 30 days and that you may copy and paste the password into the password text box on the Web site.

Log In Information:  
Supervisor Name: Jane Doe  
Supervisor Login Name (Email): Jane.Doe@RANDOLPH.AF.MIL Supervisor Password: 9c1ef7a5de9d40f6a49d2e50cf289e5f Days Till Expire: 30 Date Will Expire: 3/20/2005  
Supervisor Login URL: <https://cdp.ebasolutions.com/SupervisorDefault.aspx>

User Information:  
Name: John Robert Doe  
Email: JohnDoe@test.net

If the e-mail that you received from the Career Development Planner looks like the Email shown to the left, then you have received a career plan that you need to review as a Supervisor or Squadron Commander.

Make a note of:

- 1) Supervisor Login Name (Your Email address)
- 2) Supervisor Password
- 3) User Information "Email" (Your Employee's Email address)

# Supervisor and Squadron Commander Review Tutorial

## Section 2 - Reviewing a Career Plan (Step 1)



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Civil Engineering (CE) Career Development Planner | Supervisor Login - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://cdp.ebasolutions.com/SupervisorDefault.aspx

Civil Engineering (CE) Career Development Planner

Civil Engineering (CE) Career Development Planner

Supervisor Log In Form

Supervisor Email:

Password:

Employee Email:

Employee Email:

Please log in using the information that was emailed to you.

The login name and password expires after 30 days. If it has been more than 30 days since you received the email, then most likely your login name and password has expired. Please contact the system administrator for assistance.

start

Inbox - Microsoft O... Civil Engineering (C... Civil Engineering (C... Civil Engineering (C... Civil Engineering (C... PC-Senior-Instr-Brief Planner-Brief-Super... 8:56 AM

(Step 1) - After determining that you need to review a career plan, login to the Career Development Planner website. The web address and login information can be found on the Email.

**Note:** The web address for the Supervisor's and Squadron Commander's login page is different than the web address for User's login page.

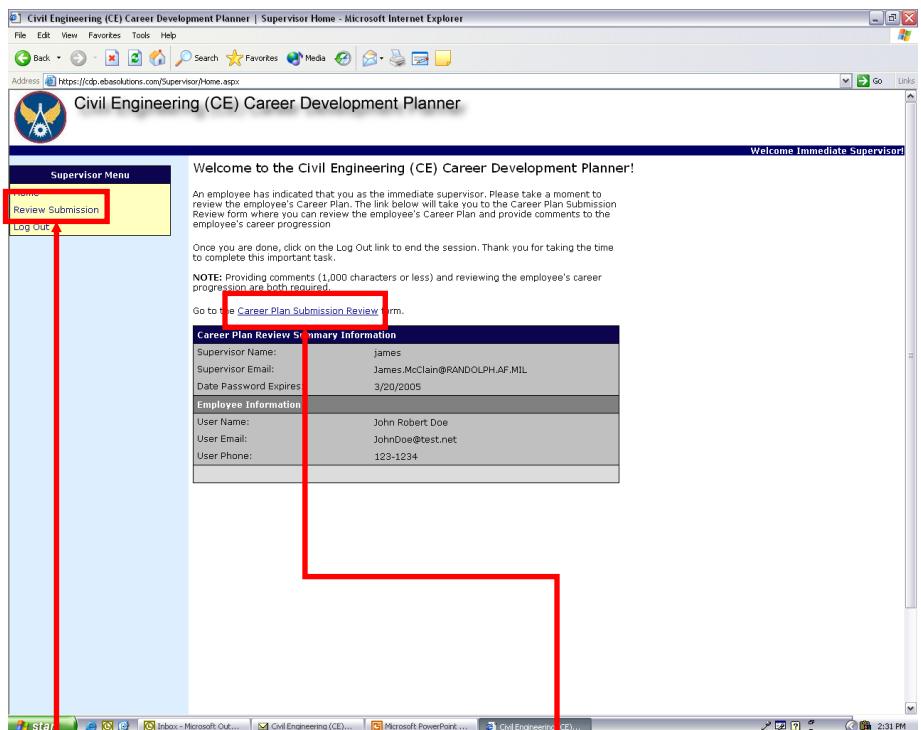
Supervisor or Squadron Commander CDP Login Page url: <https://cdp.ebasolutions.com/SupervisorDefault.aspx>

# Supervisor and Squadron Commander Review Tutorial

## Section 2 - Reviewing a Career Plan (Step 2)



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Civil Engineering (CE) Career Development Planner | Supervisor Home - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites Media

Address: https://rdb.eSolutions.com/SupervisorHome.aspx

Civil Engineering (CE) Career Development Planner

Welcome to the Civil Engineering (CE) Career Development Planner!

An employee has indicated that you as the immediate supervisor. Please take a moment to review the employee's Career Plan. The link below will take you to the Career Plan Submission Review form where you can review the employee's Career Plan and provide comments to the employee's career progression.

Once you are done, click on the Log Out link to end the session. Thank you for taking the time to complete this important task.

NOTE: Providing comments (1,000 characters or less) and reviewing the employee's career progression are both required.

Go to [Career Plan Submission Review](#).

**Career Plan Review Summary Information**

Supervisor Name:	James
Supervisor Email:	James.McClain@RANDOLPH.AF.MIL
Date Password Expires	3/20/2005

**Employee Information**

User Name:	John Robert Doe
User Email:	JohnDoe@test.net
User Phone:	123-1234

Fig. 1

[Career Plan Submission Review](#)

Fig. 2

**Review Submission**

(Step 2) - Click on the “Career Plan Submission Review” link (Fig. 1) or Click on the “Review Submission” link (Fig. 2).

# Supervisor and Squadron Commander Review Tutorial

## Section 2 - Reviewing a Career Plan (Step 3)



# AFPC

Civil Engineering (CE) Career Development Planner | Career Plan Submission List - Microsoft Internet Explorer provided by AFPC

File Edit View Favorites Tools Help

Back Search Favorites History Go Links

Address http://careerweb.demo.ebasolutions.com/Supervisor/ReviewSubmission.aspx

Civil Engineering (CE) Career Development Planner

Welcome Supervisor!

Review Career Plan Submission

Please review this Career Plan.

Supervisor Menu

- Home
- Review Submission
- Log Out

**Career Plan**

Name	Jack Robert Doe
MAJCOM	ACC
Service Computation Date	2/10/2004
Occupational Series	0810 Civil Engineer
Duty Title	AFCESA Executive Director
Grade	GS13
Email Address	JackDoe@test.net
Commercial Phone	123-4567
DSN	7654
Office Symbol	cc
Address Line 1	Randolph
Address Line 2	Tx
City or Base	
State	
Postal Code	78259

**Immediate Supervisor Information**

Name	Jill Doe
Rank/Title	Major
Email Address	jamesmcclain16@yahoo.com

**Retirement/Present Position Vacate Projection**

Earliest Eligible Retirement Date	2/20/2029
Estimated Retirement Date	2/20/2030

Internet

Start Inbox - Micros... Fwd: Civil Eng... Civil Engineer... Feb 2004 Career Develop... Presentation1 Civil Enginee... 10:20 AM

(Step 3) - After clicking on the “Career Plan Submission Review” link or Click on the “Review Submission” link, the “Review Career Plan Submission” page will open. In this page is where you can review the individual’s career plan.

# Supervisor and Squadron Commander Review Tutorial

## Section 2 - Reviewing a Career Plan (Step 3 cont.)



AFPC

Civil Engineering (CE) Career Development Planner | Review Career Plan Submission - Microsoft Internet Explorer provided by AFP

File Edit View Favorites Tools Help

Back Search Favorites Media Go Links

Address https://cdp.ebasolutions.com/Supervisor/ReviewSubmission.aspx

Time Frame Begin Date End Date Desired Position Desired Geographic Location Other Location

Near  
Mid  
Long

Career Plan 3 - 3rd Choice

Time Frame Begin Date End Date Desired Position Desired Geographic Location Other Location

Near  
Mid  
Long

Career Brief

Download career brief

User Comments

Career Plan User Comment

User Comment:

Squadron Commander Information

All fields with an \* symbol are required.  
All fields with an \*\* symbol are required only if the employee has a squadron commander.

Squadron Commander Information Form

Does this employee have a Squadron Commander?\*  Yes  No

Squadron Commander Name:\*\*

Rank/Title:

Email Address:\*\*

Start | Microsoft Outlook | Microsoft PowerPoint | Civil Engineering (CE) | Civil Engineering (CE) | Internet | 1:58 PM

Fig. 1



Download career brief

As you review the individual's career plan, you will come across a "Download career brief" link (Fig. 1). This link will allow you to download the individual's career brief assuming that the individual upload his/her career brief to the CDP website.

# Supervisor and Squadron Commander Review Tutorial

## Section 2 - Reviewing a Career Plan (Step 4)



AFPC

Civil Engineering (CE) Career Development Planner | Review Career Plan Submission - Microsoft Internet Explorer provided by AFP

User Comments

**Career Plan User Comment**

User Comment:

Squadron Commander Information

All fields with an \* symbol are required.  
All fields with an \*\* symbol are required only if the employee has a squadron commander.

**Squadron Commander Information Form**

Does this employee have a Squadron Commander?:\*  Yes  No

Squadron Commander Name:\*\*

Rank/Title:\*\*

Email Address:\*\*

Reviewer Comments Area

All fields with an \* symbol are required.

**Career Plan Comment Form**

Review:\*  Current Assignment  On Track  Groom  Ready

Comment:\*\*  
(Please limit your comments to 1,000 characters.)

Done

Start | Microsoft Office | Microsoft PowerPoint | Civil Engineering (CE) | Civil Engineering | RE: - Message (Ric... | Internet | 12:56 PM

(Step 4) - Fill out the Squadron Commander Information Form.

**Note:** The Squadron Commander Information Form only applies to GS13 Career Plans.

# Supervisor and Squadron Commander Review Tutorial

## Section 2 - Reviewing a Career Plan (Step 5)



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Civil Engineering (CE) Career Development Planner | Review Career Plan Submission - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Favorites Media Mail Links

Address: http://cdp.ebsolutions.com/PlanReview/ReviewCareerPlan.aspx?CareerPlanId=2145

Long

Career Brief

Download career brief

User Comments

**Career Plan User Comment**

User Comment: Thanks for the opportunity to reflect my career goals for leadership review and consideration. I am confident the leadership review and feedback will assist me in refining my near and long term goal of achieving a senior leader position.

Comments from Reviewers

Review Stage	Review	Comment	Author	Date
Immediate Supervisor	Ready	Bill Barry is ready now to be a GS-15. He would also be a great selection for any MAJCOM CEV Division Chief position. Promote him to GS-15 and put him into a bigger job as soon as possible. Select him for school in residence first opportunity.	(Immediate Supervisor) keith.yakutus@scott.af.mil	2/4/2005
Squadron Commander	N/A		N/A	2/4/2005
Policy Council				
MAJCOM/FOA/Staff Commander				

**Career Plan Comment Form**

Review:  Current Assignment  On Track  Groom  Ready

Comment: \*  
(Please limit your comments to 1,000 characters.)

Submit

Security Notice | Disclaimer | Privacy Statement | Accessibility

Start | dev-planner-brief | dev-planner-brief | dev-planner-brief | Civil Engineering (CE...)

(Step 5) - After you have completely reviewed the individual's career plan and career brief, you will need to provide feedback. This is done by first selecting a "Review" category (Ready, Groom, On Track, and Current Assignment).

### Review Category Definitions:

**Ready:** Ready now to assume greater responsibility in a more challenging position at the same grade or a grade higher than they currently hold.

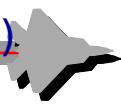
**Groom:** Demonstrated growth potential (Member would benefit by an assignment in a related specialty or different organizational level); ready now for new developmental opportunities.

**On Track:** Complete current assignment at agreed length; but demonstrated growth potential and ready for developmental position or greater responsibility in the near future.

**Current Assignment:** Stay in current

# Supervisor and Squadron Commander Review Tutorial

## Section 2 - Reviewing a Career Plan (Step 5 cont.)



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Civil Engineering (CE) Career Development Planner | Review Career Plan Submission - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Favorites Media Mail Links

Address: http://cdp.ebsolutions.com/RsrReview/ReviewCareerPlan.aspx?CareerPlanId=2145

Long

Career Brief

Download career brief

User Comments

**Career Plan User Comment**

User: Thanks for the opportunity to reflect my career goals for leadership review and consideration. I am confident the leadership review and feedback will assist me in refining my near and long term goal of achieving a senior leader position.

Comments from Reviewers

Review Stage	Review	Comment	Author	Date
Immediate Supervisor	Ready	Bill Barry is ready now to be a GS-15. He would also be a great selection for any MAJCOM CEV Division Chief position. Promote him to GS-15 and put him into a bigger job as soon as possible. Select him for school in residence first opportunity.	(Immediate Supervisor) keith.yakutus@scott.af.mil	2/4/2005
Squadron Commander	N/A		N/A	2/4/2005
Policy Council				
MAJCOM/FOA/Staff Commander				

**Career Plan Comment Form**

Review: \*

Current Assignment  
 On Track  
 Groom  
 Ready

Comment: \*

(Please limit your comments to 1,000 characters.)

Submit

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dev-planner-brief

Start

Inbox - Microsoft Outlook

PC-Senior-Instr-Brief ...

dev-planner-brief

Civil Engineering (CE)...

1:16 PM

(Step 5 cont.) - After selecting a review category, you will need to provide comments which will be entered in to the "Comment" text box.

The comments that you enter should provide a brief description as to why you selected the "Review" category that you did for the individual and how the "Review" category relates to the individual's career plan. You should also comments on anything that is relevant to the individual's career plan.

# Supervisor and Squadron Commander Review Tutorial

## Section 2 - Reviewing a Career Plan (Step 6)



AFPC

Civil Engineering (CE) Career Development Planner | Review Career Plan Submission - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: <http://cdp.ebassolutions.com/RsrReview/ReviewCareerPlan.aspx?CareerPlanId=2145>

Long

Career Brief

Download career brief

User Comments

**Career Plan User Comment**

User: Thanks for the opportunity to reflect my career goals for leadership review and consideration. I am confident the leadership review and feedback will assist me in refining my near and long term goal of achieving a senior leader position.

Comment: Bill Barry is ready now to be a GS-15. He would also be a great selection for any MAJCOM CEV Division Chief position. Promote him to GS-15 and put him into a bigger job as soon as possible. Select him for school in residence first opportunity.

Comments from Reviewers

Review Stage	Review	Comment	Author	Date
Immediate Supervisor	Ready	Bill Barry is ready now to be a GS-15. He would also be a great selection for any MAJCOM CEV Division Chief position. Promote him to GS-15 and put him into a bigger job as soon as possible. Select him for school in residence first opportunity.	(Immediate Supervisor) keith.yakutus@scott.af.mil	2/4/2005
Squadron Commander	N/A		N/A	2/4/2005
Policy Council				
MAJCOM/FOA/Staff Commander				

**Career Plan Comment Form**

Review:  Current Assignment  On Track  Groom  Ready

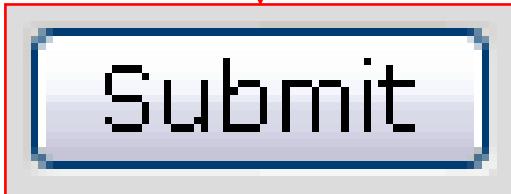
Comment: \*  
(Please limit your comments to 1,000 characters.)

**Submit**

Security Notice | Disclaimer | Privacy Statement | Accessibility

Start 1:16 PM

Fig. 1



(Step 6) - The last thing that you will need to do is submit your “Review” category and “Comments” to the CDP website. To do this, click on the “Update” button (Fig. 1).

**Note:** If you don’t fill-out the “Review Career Plan” form completely and correctly, you will not be able to submit your “Review” category and “Comments” to the CDP website. An asterisk “\*” will appear next by any data field that has invalid data entered into it.

**AFPC**



**Help and Contact Information**

# *Help and Contact Information*

**AFPC**



For help contact:

**James McClain**

Email: [james.mcclain@randolph.af.mil](mailto:james.mcclain@randolph.af.mil)

DSN: 665-2799/2666

COM: (210) 565-2799/2666

**Terri Justice**

Email: [terri.justice@randolph.af.mil](mailto:terri.justice@randolph.af.mil)

DSN: 665-2799/2666

COM: (210) 565-2799/2666